

EFFECTIVE

October 1, 2018.

Subject(s)

1. ERM 100, SER Quick Reference Charts.
2. ERM 102, Applicant/Department Rights & Responsibilities.
3. ERM 103, Application Procedures.
4. ERM 203, Potential Resources.
5. ERM 208, Budget Procedures.
6. ERM 301, Energy Services.
7. ERM 302, Utility Services.
8. ERM 303, Relocation Services.
9. ERM 304, Home Ownership.
10. ERM 306, Burials.
11. ERM 401, Payments.

1) ERM 100

Income limit for energy services updated.

Reason: Annual update.

2) ERM 102

An MDHHS-1171, Application, is considered an application for SER if the client indicates they are applying for State Emergency Relief and the minimum information is provided, even if the MDHHS-1171-SER supplement has not been submitted. In instances where the MDHHS-1171-SER supplement is not received by the department, it should be requested from the client or completed during the interview.

Reason: Policy clarification.

3) ERM 103

An MDHHS-1171 is considered an application for SER if the client indicates they are applying for State Emergency Relief and the minimum information is provided, even if the MDHHS-1171-SER supplement has not been submitted. In instances where the MDHHS-1171-SER supplement is not received by the department, it should be requested from the client or completed during the interview.

In-person interviews are no longer required.

Reason: Policy update.

4) Potential Resources

When a SER group has been approved for SER energy services, a referral to 2-1-1 for additional energy self-sufficiency services, through the Michigan Energy Assistance Program (MEAP), must be provided.

Reason: Policy update.

5) Budget Procedures

Asset copayments cannot be reduced, waived or paid using MEAP funding. MEAP funds cannot be used to pay a household's prorated amount. However, MEAP funds can be approved for a household's client contribution and shortfall copays.

Reason: Policy clarification.

6) Energy Services

The SER crisis season has been eliminated. A household may receive one SER payment for heat and one for non-heat electricity, up to the SER cap, each fiscal year.

A household receiving an energy-related SER payment, for services covered in this item, qualify for MEAP services and assistance. The DHS-1419, State Emergency Relief Decision Notice, must inform the applicant that additional services are available through MEAP. Include the following comment on each DHS-1419 when an energy service has been approved or when there is a denial due to the household already receiving the same type of energy assistance in the current fiscal year:

DHHS will only issue one payment for heat and one payment for non-heat electricity between October 1 and September 30 each year. A SER payment for heat or non-heat electricity service qualifies your household for additional energy services through the Michigan Energy Assistance Program (MEAP). Please call 2-1-1 for a referral to a MEAP grantee to see what other assistance you may be eligible to receive.

In instances where a group member has met their cap but the rest of the household has not received an energy-related SER payment, an exception request should be submitted through Bridges. This will allow the household to qualify for additional MEAP services.

Reason: Policy update.

7) Utility Services

Language regarding the restricted address list has been removed.

Reason: Outdated policy.

8) Relocation Services

Court costs and fees included in a judgment is an allowable cost that may be included in the *rent to prevent eviction need amount*.

Reason: Policy clarification.

9) Home Ownership

Reference to crisis season removed.

Reason: Policy update.

10) Burials

The county medical examiner or their designated funeral representative may apply for SER burial of an unclaimed body. Reference to public administrator removed.

Reason: Policy update.

11) Payments

Department of Human Services has been updated to Michigan Department of Health and Human Services (MDHHS).

Reason: Name correction.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[ERM 100](#)
[ERM 102](#)
[ERM 103](#)
[ERM 203](#)
[ERM 208](#)
[ERM 301](#)
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